

Travelling, accommodation and meals for assessment visits outside Hong Kong SAR

HKAS Executive does not allow members of assessment teams, including any HKAS officers, lead assessors, technical assessors and technical experts to accept any advantages (as defined in the Prevention of Bribery Ordinance Cap 201) from the organisation being assessed and other parties.

2. In accordance with the HKAS accreditation fee schedules, applicant organisations are required to bear the travel expenses and where applicable, hotel/subsistence and other incidental costs for conducting on-site visits. The organisations to be assessed can therefore arrange to provide the necessary travelling, hotel accommodation and meals services for the assessment team members and pay the cost directly to the service providers by observing the HKAS policy relating to the standard of those services as spelt out below. However, under certain circumstances, HKAS officers may pay for the costs of their meals.

3. The travel / hotel / subsistence services being arranged shall be of a standard not higher than the standard allowed by the HKSAR Government for HKAS officers for other duty visits to the same city. Air travelling shall be of economy class and cost of hotel accommodation for a team member shall not be more than 60% of the standard subsistence allowance appropriate for the city. The costs of a breakfast, lunch and dinner provided shall not be higher than 5%, 10% and 15% of the standard subsistence allowance respectively. For the current level of applicable subsistence allowance for each city, please contact the responsible accreditation officer. Luxurious transportation and accommodation and lavish or inappropriate meals and entertainment shall not be provided.

4. Before the visit, the HKAS accreditation officer responsible for the visit will require the organisation to be assessed to provide the names of the hotels, the types of rooms and the types of transportation to be provided to the assessment team members. As assessment team members are required to report on the types and costs of accommodation, transportation and meals provided, they will request the organisation being assessed for a copy of receipts for the meals, hotel room charges, boarding passes, ticket stubs or other documents. The organisation is requested to cooperate and make available those documents to the assessment team.

5. HKAS Executive requests and acknowledges the cooperation of the organisations to be assessed in providing transportation, accommodation and meals of appropriate standard to the assessment team members. At the same time, HKAS officers, lead assessors, technical assessors and technical experts cannot accept any luxurious accommodation and passages, nor any lavish or inappropriate meals and entertainment. The leader of the assessment team will report to the HKAS Executive immediately for appropriate follow-up action whenever such luxurious / lavish / inappropriate services are provided.

Hong Kong Accreditation Service
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